



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Prime Minister & NEC	SYS. POSN. NO: 450222	REF. NO: MED 08
OFFICE: Operations	DESIGNATION/CLASSIFICATION: Cameraman Grade 12	
DIVISION: Corporate Services	LOCAL DESIGNATION: Cameraman	
BRANCH: Media	REPORTING TO: SNR Cameraman	SYS. POS. NO: 450010
SECTION:	LOCATION: Sir Manasupe Haus, WAIGANI	REF. NO: MED 07

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	Abolished/Created
Org: 01/ 2011	02/12/2011	Abolished/Created

2. PURPOSE

To ensure that quality news coverage is given to the print media on a regular basis for all public events that the Prime Minister, Cabinet Ministers and the department participate in.

3. DIMENSIONS

Financial - Nil	Staff supervised - 1	Others - Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Demonstrate professionalism in the dissemination of news items for print media.
- Ensure effective performance to achieve the overall objectives of the Communication branch of the department.
- When required, to prepare timely reports with detailed accounts on management and operations of the unit to the supervisor.

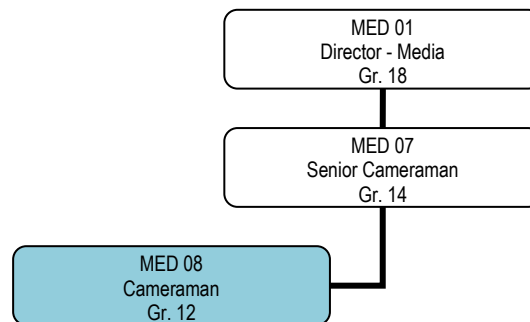
5. MAJOR DUTIES

- 5.1 Ensure all print media needs for the Prime Minister, other government minister's and the department is covered efficiently.
- 5.2 Facilitate the placement of all advertisements in newspaper and other print mediums.
- 5.3 Maintain an up-to-date archive of news clippings on major issues concerning the Prime Minister, the department and the Government as a whole.
- 5.4 Coordinate the production of the department's annual report.
- 5.5 Monitor print media for content and report back to supervisor.
- 5.6 Contribute to writing up newsletter content and other in-house publications.

6. NATURE AND SCOPE

The position provides advice and support to the Senior Cameraman and staff within the branch on matters relating to media coverage on news and current events for the Prime Minister, NEC and the Department. The position informs the Senior Cameraman on any issues arising and refers matters for resolution

6.1 WORKING RELATIONSHIPS



(a) Internal

- Reports to the Senior Cameraman – Media and liaise effectively with staff members and counterparts on print related matters.
- Liaise with other divisions within the department for their print media requirements and facilitate

(b) External

- Maintain a close working relationship with mainstream media industries and their advertising divisions.
- Liaise closely with other government departments and key stakeholders where the job entails such.

6.2 WORK ENVIRONMENT

The position is a technical and is located in Sir Manasupe House, Waigani, however, when required, official visits to government agencies within and outside of National Capital District to undertake clientele services is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- Job operates within the precincts of the Public Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of media policies, practices and procedures.
- Maintain high level of confidentiality of information.
- Maintain high level of work ethics and professionalism.

Decision

Decisions taken by the position shall be in line with Public Service General Orders, Public Service Management Act, Public Service Finance Management Act the Public Employment Act and Department Policies.

Recommendations

Any recommendations made by the position will be in line with relevant legislations and Department Policies.

8. CHALLENGES

Key challenges for the job include: effective implementation of corporate communications on new initiatives and special programs within the Department.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Minimum qualification of a Diploma in Journalism and Media Studies is necessary.

(b) Knowledge: Must have excellent knowledge of the following:-

- Sound knowledge in media presentation for public consumption
- Thorough knowledge and good understanding of the Public Service (Management) Act, Public Employment Act, and the PS General Orders.
- Must be well versed with the Ethics of Media practice in Papua New Guinea.

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Proficient in journalism & documentary skill.
- Sound knowledge in communication and reporting skills.
- Must be proficient in communication.

(d) Experience

Minimum of three (3) years work experience in a similar field either in the Public Service or a private sector organisation.